

**APPENDIX X**

**SPILL REPORTING FORM**

<b>1. GENERAL</b>		
Name of Facility:	Address:	
Completed By:	Organization:	
Position:	Phone:	
<b>2. SPILL INFORMATION</b>		
Date:	Time:	
Location at Facility:	Quantity:	
Substance Spilled:	Other:	
<b>3. OUTSIDE NOTIFICATIONS: ( Insert telephone numbers)</b>		
<b>Agencies</b>	<b>Recorder at Outside Agency</b>	<b>Date and Time</b>
Call <b>9-1-1</b> (or the local emergency agency), if there is an immediate emergency		
Regional Management/Property Owners Line Office Representatives NOAA, RECO		
EPA National Response Center or U.S. Coast Guard : (800) 424-8802		
State Department of Environment		
<b>5. INFORMATION ON SOURCE AND CAUSE</b>		
<b>6. DESCRIPTION OF ENVIRONMENTAL DAMAGE</b>		
<b>7. CLEANUP ACTION(S) TAKEN</b>		
<b>8. CORRECTIVE ACTION(S) TO PREVENT FUTURE SPILLS</b>		

Note: All information must be filled in. If something is unknown, write "unknown".

Copies must be sent NOAA personnel listed above. The LECO & RECO must determine Regulatory Reporting Requirement (RRR) and followup accordingly.